

XEROX[®]

620 SERIES REFERENCE CARDS

TABLE OF CONTENTS

GETTING STARTED

Margins	1
Tabs	2
Prior Line Corrections	3
Other Corrections	4

SPECIAL FEATURES

Center	5
Underline/Bold	6
Auto Return/Right Flush	7
Auto Indent	8
Store/Recall Phrases/Settings	9
Erase Phrases/Settings	10

MEMORY

Type and Print	11
Storing	11
Recalling	11
Memory Corrections	12
Deleting a Document	12
Hyphen Scan	13

APPLICATIONS

Setting up Tables	14
Typing Tables	15
Forms	16

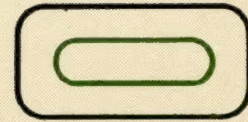
1. MARGINS

MARGINS

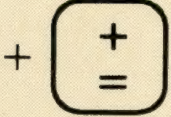
(Printer **must** be on)

To Release the Left Margin:

1. Press the *RETURN* key.
2. Hold down *FEATURES* key and press *EQUAL* (=) key.
3. Press RVRSE key to move carrier beyond left margin.



MAR REL



To Set a New Left Margin:

1. Move carrier to new left margin.
2. Press *SET LEFT MARGIN* switch.

SET
LEFT
MARGIN

To Set a New Right Margin:

1. Turn off *AUTO RETURN*.
2. Move carrier to new right margin.
3. Press *SET RIGHT MARGIN* switch.

SET
RIGHT
MARGIN

TABS

To Set a Tab:

1. Move carrier to position where tab is to be set.
2. Press *SET TAB* switch.

SET
TAB

To Set Tabs Automatically Every 5 Spaces:

1. Move carrier to left margin. (Press *RETURN* or hold down *FEATURES* and press *RETURN*.)
2. Press *SET TAB* switch.

SET
TAB

To Clear a Tab:

1. Move the carrier to the tab position to be cleared.
2. Press *CLEAR TAB* switch.

CLEAR
TAB

To Clear All Tabs:

1. Move carrier to left margin.
2. Press *CLEAR TAB* switch.

CLEAR
TAB

2. TABS

PRIOR LINE CORRECTIONS

To Correct an Error within the Last 180 Characters:

1. Press **RVRSE** key to back up to the error.
2. Position printwheel pointer.
(For 10, 12 and 15 pitch, position pointer on center of character **following** the error. For PS, position pointer on left edge of character following error.)

RVRSE

3. Press **ERASE** key.
4. Type correct character.
5. Press **GO TO END** key.



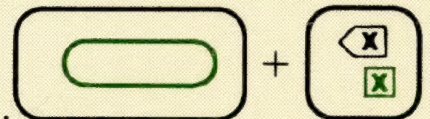
GO TO
END

OTHER CORRECTIONS

To Correct an Error beyond the Last 180 Characters or after the Paper has been Removed:

1. Position printwheel pointer.
(For 10, 12 and 15 pitch, position pointer on center of character to be erased. For PS, position pointer to the left of the character to be erased.)

2. Hold down **FEATURES** key and press **ERASE** key. ...

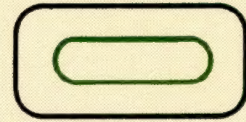


3. Type the character **to be erased**.
4. Type the correct character.

CENTER

To Center between Margins:

1. Be sure margins are set correctly for the document.
2. Return carrier to left margin.
3. Hold down **FEATURES** and press **4** key to turn on center.
4. Type text; carrier reverses, text shows in the display but nothing prints.
5. Press the **RETURN** key; text will print.



+

CENTER



To Center at any Point:

1. Move carrier to position where text is to be centered.
2. Follow steps 3 and 4 above, then press **RETURN**, **TAB** or **PRINT**.

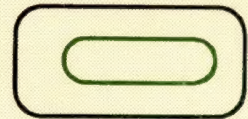
To Center over Columns in a Table:

1. Tab to the column.
2. Follow steps 3 and 4 above, then tab to next column.

UNDERLINE/BOLD

To Underline:

1. Hold down **FEATURES** key and press **8** key to turn on underline.
2. Type text; it will print underlined.
3. Hold down **FEATURES** key and press **8** key to turn off underline.

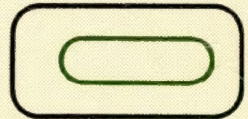


+

•
UNDLN

To Underline only One Word:

1. Type the word.
2. Hold down **FEATURES** key and press **7** key.

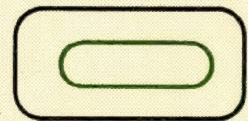


+

WORD
UNDLN

To Bold:

1. Hold down **FEATURES** key and press **9** key to turn on bold.
2. Type text; it will print bold.
3. Hold down **FEATURES** key and press **9** key to turn off bold.



+

•
BOLD

7. AUTO RETURN RIGHT FLUSH

AUTO RETURN/ RIGHT FLUSH

To Turn on Auto Return:

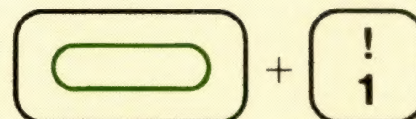
1. Press **AUTO RETURN** switch.
2. To end paragraphs and short lines, press the **RETURN** key.



To Type Right Flush Text:

1. Move carrier to the point where text should align.
2. Hold down **FEATURES** key and press number **1** key.
3. Type material; text shows in the display, but nothing prints.
4. Press the **RETURN** key; text will print.

RIGHT
FLUSH



AUTO INDENT

To Indent a Paragraph or Outline:

1. Move carrier to indent location.
2. Press **AUTO INDNT** key.
3. Type text to be indented.



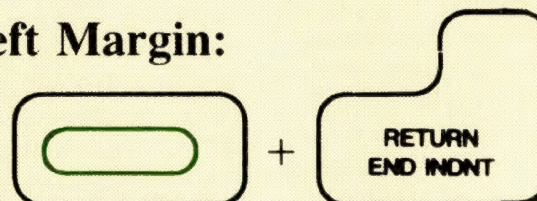
To Indent the Right and Left Margins Equally:

1. Follow steps 1 and 2, above.
2. Press **SET RIGHT MARGIN** switch.
3. Type text to be indented.



To Cancel Auto Indent and Resume Prior Left Margin:

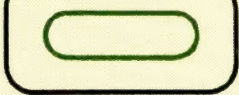

1. Hold down **FEATURES** key and press **RETURN** key.



9. STORE & RECALL PHRASES/SETTINGS

STORE & RECALL PHRASES/SETTINGS

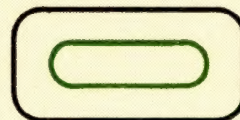
To Store Words and Phrases:

1. Hold down **FEATURES** and type title.
(Title can consist of 10 characters, with no spaces.) ...  + 
2. Press **EQUAL (=)** key.
3. Type the phrase.
4. Hold down **FEATURES** key and press any letter key (X, for example).

To Store Settings:

1. Follow steps 1 and 2 above.
2. Hold down **FEATURES** and press **AUTO INDENT**. ...

SAVE
SETTINGS



+



To Recall a Phrase or Settings:

1. Hold down **FEATURES** key and type the phrase or setting title.
2. Press the **SPACEBAR** one time to recall the phrase or setting.

ERASE PHRASES/SETTINGS

To Erase a Stored Phrase or Setting:

1. Hold down **FEATURES** key and type title.
2. Press **EQUAL (=)** key.
3. Press **CLEAR** switch twice.



10. ERASE PHRASES/SETTINGS

TYPING IN MEMORY

To Type and Print in Memory:

1. Turn on *MEMORY* (and *AUTO RETURN* if desired).
2. Type text.
3. Press *PRINT* switch to print a copy of the document.



To Store a Document:

1. Press *STORE* switch.
2. Type a title, if desired, and press *STORE* again.



To Recall a Document:

1. Press *RECALL*.
2. Type title (or number) of document and press *RECALL* again.



To Clear the Active Document:

1. Turn on *MEMORY*, and press *CLEAR* switch twice.



MEMORY

To Correct in Memory:

1. Recall document.
2. Turn on *AUTO RETURN*.
3. Press *FWD* or *RVRSE* or use *FIND* to locate position for correction.
4. Type new text, **or** press *ERASE* key to erase backward, **or** hold down *FEATURES* and press *FWD* to erase forward.

To Use Find Key:

1. Press *FIND* key.
2. Type characters to be located and press *FIND* again.



To Delete a Document:

1. Press *RECALL* switch and type title or number.
2. Press *CLEAR* switch twice.

HYPHEN SCAN

To Use Hyphen Scan:

1. Turn *JUSTIFY* on, if desired.

2. Press *HYPHEN* switch.



If a word appears in the Display, it is asking you for a hyphenation decision.

3. Press *RVRSE* key or *FWD* key to position the pointer where the word is to be hyphenated.

Press the *HYPHEN* key.



OR

If you prefer not to hyphenate the word, press the *RETURN* key.

4. Each time a word appears in the display, hyphenate or press *RETURN*.

SETTING UP TABLES

To Space Columns (Set Tabs) Evenly between Margins:

1. Set desired margins and press *RETURN*.

2. Press *TABLE* switch.



3. Press either *SET TAB* switch (if column is lined up at left side, like text) or *SET DEC TAB* switch (if column is lined up at right or on decimal point).



or



4. Type the longest entry in the first column; it will not print.

5. Repeat steps 3 and 4 above for each column (do not space or return).

6. When the entries are completed, then press the *RETURN* key. Tabs for the table will be set automatically.

TYPING TABLES

After Setting up Table with **TABLE** Feature:

1. Leave **TABLE** switch on after set-up.
2. Type the first entry in the first column.
3. Tab to the remaining columns; type the first entry in each.
4. Press the **RETURN** key at the end of the line; repeat steps 2 and 3 for the remaining lines.
5. When finished, turn off **TABLE** switch.


 TABLE

FORM

To Set Up a Form:

1. Insert form and align reference point on top of form.
2. Press **FORM** switch.
3. Move carrier to fill-in location by using **RETURN**, **SPACE BAR**, **INDEX** or **FEATURES** + **INDEX**, or **FEATURES** + **RVRSE**.
4. Press **SET TAB** or **SET DEC TAB** switch.
5. Continue setting tabs at each fill-in location.
6. Hold down **FEATURES** key and press **GO TO END** key when finished.


 FORM

Typing a Form:

1. Insert form and align form to reference point.
2. Press **TAB** and type entry (press **PRINTER** switch for delay print.)
3. Press **TAB** or **RETURN** and type next entry until form is completed.

WHO TO CALL

IMPORTANT NUMBERS TO REMEMBER

Typewriter serial number

Xerox Service telephone number

Xerox Supplies telephone number

Xerox Sales Office telephone number

600P20201